



DEPUTY PARKS AND RECREATION MANAGER

Parks Services

Purpose:

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Parks and Golf Course Maintenance and Park Planning Division of the Parks and Recreation Department including direct leadership activities of the following sections: parks maintenance, golf course maintenance, and parks planning and development; to coordinate parks and recreation activities with other divisions and departments; and to provide highly complex staff assistance to the Parks and Recreation Manager.

Supervision Received and Exercised:

Receives general direction from the Parks and Recreation Manager

Exercises direct supervision over professional, technical, clerical and maintenance staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Facilitate the provision of the highest level of quality customer service possible for Division customers. Ensure that customers are provided the Division's services in the most courteous and friendly manner possible.
- Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner. Communicate and provide information to the public through correspondence, interviews and telephone calls.
- Plan, develop, implement and manage the Division's goals, objectives and work plans; assign work activities, projects and programs; monitor work flows; with

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Deputy Parks and Recreation Manager – Parks Services

the input of divisional staff, review and evaluate work products, methods and procedures.

- Continuously monitor and evaluate the efficiency and effectiveness of service delivery, assess work load, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the Division.
- Coordinate Division activities with those of citizens, other departments, outside agencies and neighborhood organizations. Provide staff assistance to the Parks and Recreation Department Manager, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Develop and review staff reports related to parks and golf; serve as a liaison to and present reports to the City Council, commissions, committees and boards as requested.
- Manage the development and administration of the Division budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures.
- Develop, negotiate and administer contracts related to the programs, services and facilities managed and maintained by the Division.
- Select, train, motivate and evaluate personnel using 360 degree feedback; provide or coordinate staff training; counsel employees to help correct deficiencies; solicit meaningful feedback from Division employees on policies and procedures. Ensure that the Division's staff contribute to the City's mission and values.
- Recommend goals and objectives; assist in the development of policies and procedures.
- Manage, direct and organize a diverse and proactive program of services including park maintenance, golf course maintenance and operations, park planning and development and the department's capital improvement program. Recommend and review capital improvement plans related to the assigned services and provide input regarding future required maintenance activities.
 - Develop, implement and evaluate training and safety programs relevant to the services provided by the division.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible administrative management experience including considerable experience in the administration of park and golf course maintenance programs, park planning or park development and two years of supervisory experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration or a related field. A master's degree is desirable.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is unclassified and pursuant to the City of Tempe Personnel Rules and Regulations, Rule 1, Section 104, the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.

Job Code: 5500

FLSA: Exempt